



**GUIDELINES FOR THE
ADVANCED LIFE SUPPORT
TRAINING FUNDS IN VIRGINIA
FISCAL YEAR 2007**

Introduction and Overview

The Virginia Office of EMS Advanced Life Support Training Funds are designed to provide financial assistance for Virginia Certified Advanced Life Support EMS providers and Virginia Office of EMS (OEMS) approved Advanced Life Support Courses. These funds shall supplement local support for Advanced Life Support Courses.

The Advanced Life Support Training Funds are monies available for student expenses related to attending Advanced Life Support (ALS) EMS Certification programs, transitions programs and continuing education programs whose lessons are based upon or resemble the learning objectives in the United States Department of Transportation's Intermediate-99 and Paramedic curricula and the Enhanced curricula as defined in 12VAC5-31.

These funds are designed for non-profit entities and individuals participating in Virginia's EMS System.

The Advanced Life Support Training Funds (ALSTF) monies are categorized as Tuition Re-imbusement, Course, Transition Programs, Auxiliary Programs and Continuing Education Programs.

Advanced Life Support Training Funds contracts and applications can be downloaded from the Office of Emergency Medical Services web site at:

http://www.vdh.virginia.gov/OEMS/Files_page/files.asp

Click on the bookmark labeled "ALS Training Fund Forms and Contracts".

Individual Tuition Reimbursement – TPAM Policy T-305

- A. Individual tuition reimbursement is provided for expenses incurred by students who attend initial certification programs.
- B. Reimbursement will be awarded based upon tuition expenses incurred by the student (minus grants and scholarships) up to the maximum amount defined in ALSTF program.
 - 1. Funding for individual tuition reimbursement is determined by OEMS based upon the ALSTF tuition award formula:
 - a. There are two different funding levels:
 - i. Non-ALSTF funded initial programs
 - ii. ALSTF funded initial programs
 - 2. All awards are subject to funding availability and are evaluated in the order received.
- C. Individual requests for tuition reimbursement require that the applicant:
 - a. be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
 - b. determine and accurately report whether the certification program for which tuition is being requested received funds from the ALSTF program.
 - c. submit a completed Advanced Life Support Training Fund Individual Tuition Reimbursement Application. Incomplete applications will be returned.
 - d. be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a Letter confirming agency affiliation on agency letterhead signed by the Agency's Chief Operations Officer (COO) including the COO's printed

name and the agency's EMS License number. The letter must be dated.

- e. ensure the submitted application is postmarked to the Virginia Office of EMS within six (6) months of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.

D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

Organizational Tuition Reimbursement – TPAM Policy T-310

- A. Organizational tuition reimbursement is provided for tuition expenses incurred by EMS agencies or governmental organizations which pay for students to attend initial programs.
- B. Reimbursement will be awarded based upon tuition expenses (minus grants and scholarships) up to the maximum amount defined in ALSTF program.
 - 1. Funding for organizational tuition reimbursement is determined by OEMS based upon the ALSTF tuition award formula:
 - a. There are two different funding levels:
 - 1. Non-ALSTF funded initial programs
 - 2. ALSTF funded initial programs
 - 2. All awards are subject to funding availability and are evaluated in the order received.
- C. Organizational requests for tuition reimbursement require that the applicant:
 - 1. verify that the EMS Agency provided financial support for a Virginia Certified EMS provider to attend an ALS Training program for which tuition is requested. (If the program was a paramedic program, the provider must have received Virginia Paramedic certification from that program.)
 - 2. determine and accurately report whether the certification program for which tuition is being requested received funds from the ALSTF program.
 - 3. only submit for providers who are actively involved with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the EMS Agency is seeking tuition reimbursement.
 - 4. submit a completed Advanced Life Support Training Fund Organizational Tuition Reimbursement Application. Incomplete applications will be returned.

5. ensure the submitted the application for tuition reimbursement is received by the Virginia Office of EMS within six (6) months of the provider(s) receiving Virginia Certification at the level for which the tuition reimbursement is sought. Applications not received within six-months will be returned and the request for reimbursement will be denied. Documents must be postmarked before the deadline in order to be accepted.
 6. submit a separate application is required for each type of program tuition that is being requested. For example, do not group Paramedic and Intermediate applications together on one application.
- D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

Basic Course Funding (initial programs) – TPAM Policy T-320

- A. Basic course funding is available for any not for profit organization. Non profit organizations include but are not limited to:
1. Community Colleges
 2. 501 c 3 organizations
 3. Governmental Organizations
 4. Individuals who are not considered for profit entities.
- B. Basic (Initial Training Programs) Course Funding requirements include:
1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
 2. The Contractor must:
 - a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Course Funding Contract for the appropriate type of course with the “Course Approval Request Form”.
 - b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual.
 - c. Electronically submit the web based “Course Student Disposition Report” to the Office of EMS within 10 days after the Course End Date but not before the program is completed.

- d. Assure students marked as passed on the “Course Student Disposition Report” have completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the ALSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS. Second half funding is determined by OEMS based upon the ALSTF course funding formula.

D. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is awarded will require return of any awards and the possibility of appropriate legal action.

Standard Category 1 Continuing Education – TPAM Policy T-330

- A. Category 1 CE funding is provided to support CE programs conducted in each Planning District.
 - 1. Funding shall be allocated by Planning District based upon the ALSTF program formula.
 - 2. Funding can only be used in the Planning District for which it is awarded.
 - a. Funding is on a first come, first served basis
 - b. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
 - c. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.
- B. Funding is made available to any not for profit organization. Non profit organizations include but are not limited to:
 - 1. Community Colleges
 - 2. 501 c 3 organizations
 - 3. Governmental Organizations
 - 4. Individuals who are not considered for profit entities.
- C. Standard CE (CAT 1) Funding is for programs that:
 - 1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of

instruction.

2. The Contractor must:
 - a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Standard CE Funding Contract with the “Course Approval Request Form”.
 - b. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual.
 - c. Submit an invoice that includes the course number, a signed Summary CE Roster(s), and CE cards (in the same order as the roster), tri-folded for payment by one of the following modes:
 - i. on the 20th day of each month when CE is taught; or
 - ii. quarterly where payment requests must be received by September 30, December 31, March 31, and June 15 during the fiscal year.
3. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending a “basic” course. Examples of Programs for which CE funds should not be used are:
 - a. ST to E transition programs;
 - b. CT to I transition programs;
 - c. ACLS;
 - d. BTLS;
 - e. PHTLS;
 - f. PALS;
 - g. BTLS – Pediatric;
 - h. PPEP;
 - i. PPC;
 - j. ATLS;
 - k. NALS; and
 - l. APLS

D. Payment is processed upon:

1. Receipt of an invoice, CE scancards, and a Summary CE Roster as stated above in Section C, subsection 2. Funding is determined by OEMS based upon the ALSTF CE course funding formula.

E. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

Transition Programs – TPAM Policy T-335

- A. Transition program funding is provided to support ALS Transition Programs conducted in the Commonwealth through December 31, 2008.
 - 1. Funding will be initiated upon completion and submission of a Summary Transition Roster, CE scancards for the transition program (in the same order as the roster), and an invoice.
 - a. Funding can be paid on either a modular or full course basis.
 - b. Standard class size is considered a minimum of 12 students.
- B. Transition Program funding is for programs that:
 - 1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations and Office of EMS policies.
 - b. The contracted course shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
- C. The contractor must:
 - 1. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Transition Program Funding Contract with the “Course Approval Request Form”.
 - 2. Indicate on the Course Approval Request Form that funding is requested.
 - 3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual.
 - 4. Submit an invoice that includes the course number, a signed Summary Transition Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.
- D. Payment is processed upon:
 - 1. Receipt of an invoice, a signed Summary Transition Roster, and CE

cards (in the same order as the roster).

- a. This can be done once for the entire program, or
- b. This can be submitted for each module upon module completion.

2. If the number of students in the class falls below the minimum as specified in Section A above, then the funding amount for said course will be prorated using the following formula:

- a. The reimbursement rate for the course will be calculated at \$35.00 / hour;
- b. This figure will be divided by 12 (the minimum number of students) to determine a “per student rate” of reimbursement;
- c. The “per student rate” will then be multiplied by the total number of students on the attached Summary Transition Roster who completed the course, not to exceed 11 students.

E. Falsification of information will automatically nullify the course financial assistance request and any subsequent requests for a period of five (5) years for the Coordinator and / or designee. The Office of EMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is dispersed will require return of any awards and the possibility of appropriate legal action.

Auxiliary Programs – TPAM Policy T-340

A. Auxiliary program funding is provided to support BLS and ALS Auxiliary (and Refresher) Programs conducted in the Commonwealth.

1. Funding will be initiated upon completion and submission of a Summary Auxiliary Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.

2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:

- | | |
|----------------|---------|
| a. ACLS | h. ATLS |
| b. ITLS | i. AMLS |
| c. PHTLS | j. NALS |
| d. PALS | k. APLS |
| e. ITLS – Peds | l. NRP |
| f. PPEP | m. GEMS |
| g. PPC | |

B. Auxiliary Program funding is for programs where:

1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMS Administrative ALSTF Manual.

a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.

b. The contracted course is conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Auxiliary Program Funding Contract with the “Course Approval Request Form”.

2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Roster, and CE cards (ordered in the same way as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:

1. For programs identified as a "Full ALS Program" equaling 16 or more hours of training, payment will be processed as follows:
 - a. Eighty dollars (\$80) will be multiplied by the number of Virginia EMS Certified Paramedics, Intermediate-99s, Cardiac Technicians, Enhanced and Shock Trauma Technicians who successfully complete the training program as indicated on the completed Auxiliary Summary Attendance Roster; and
 - b. Verified by the proper submission of continuing education as described in 12VAC 5-31 and the EMS Training Program Administration Manual.
2. For programs identified as a "Refresher ALS Program" equaling 8 or more hours of training (not to exceed 15 hours), payment will be processed as follows:
 - a. Forty dollars (\$40) will be multiplied by the number of Virginia EMS Certified Paramedics, Intermediate-99s, Cardiac Technicians, Enhanced and Shock Trauma Technicians who successfully complete the training program as indicated on the completed Auxiliary Summary Attendance Roster; and
 - b. Verified by the proper submission of continuing education as described in 12VAC 5-31 and the EMS Training Program Administration Manual.
3. For programs identified as a "Full BLS Program" equaling 16 or more hours of training, payment will be processed as follows:

- a. Eighty dollars (\$80) will be multiplied by the number of Virginia EMS Certified EMT-Basic's who successfully complete the training program as indicated on the completed Auxiliary Summary Attendance Roster; and
 - b. Verified by the proper submission of continuing education as described in 12VAC 5-31 and the EMS Training Program Administration Manual.
 4. For programs identified as a "Refresher BLS Program" equaling 8 or more hours of training (not to exceed 15 hours), payment will be processed as follows:
 - a. Forty dollars (\$40) will be multiplied by the number of Virginia EMS Certified EMT-Basic's who successfully complete the training program as indicated on the completed Auxiliary Summary Attendance Roster; and
 - b. Verified by the proper submission of continuing education as described in 12VAC 5-31 and the EMS Training Program Administration Manual.
 5. If the Contractor does not provide services as specified under ***II. Scope of Services***, the funding amount for said contract shall incur liquidated damages of 15% its face value.
- E. Falsification of information will automatically nullify the course financial assistance request and any subsequent requests for a period of five (5) years for the Coordinator and / or designee. The Office of EMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is dispersed will require return of any awards and the possibility of appropriate legal action.

EMT-Intermediate Site Accreditation – TPAM Policy T-350

- A. Accreditation funding is available for any not for profit organization seeking to establish an accredited EMT-Intermediate training site in the Commonwealth.
- B. Request for Accreditation funding will be administered based upon a contract between the EMT-I site candidate and the Office of EMS.
- C. Funding through this program is to support programs working toward State Intermediate Accreditation.
- D. EMT-Intermediate Programs will be funded as follows:
 - 1. There will be no more than one funded program supported at the same time per Planning District in the state.
 - 2. Multiple programs requesting funding at the same time will be resolved by the USPS postmark date on the contract envelope.
 - 3. Funds will be provided as defined by the ALSTF work sheet for accreditation. Each payment will be made upon receipt of the documentation detailed in the contract which demonstrates that that aspect of the Intermediate Self Study has been completed.
 - 4. Programs trying to establish accreditation shall be considered active for a period of five (5) years. During such time no other funding for the Planning District for a different site through the ALSTF will be permitted unless the original site completes the accreditation process and is awarded state accreditation.
 - 5. This fund is seed money only and not intended for ongoing program support.
 - 6. Funding will be initiated upon receipt from the candidate site to the Office of EMS the Application for Accreditation and the EMT-Intermediate Accredited Training Site funding contract.
 - 7. All awards are subject to funding availability and are evaluated in the order received.
- E. Falsification of information will automatically nullify the tuition re-imbusement request and any subsequent requests for five (5) years and the possibility of appropriate legal action. Falsification of information discovered after

accreditation funding is dispersed will require return if any awards and the possibility of appropriate legal action.